



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Rhode Island Department of Transportation  
ENGINEERING DIVISION

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**Date:** February 2, 2005

TAC-0030

**To:** All Consultants

**Subject:** DPM 460.09 – Advertising Process

**Created:** 02/02/2005

Attached for your use is **DPM 460.09 – Advertising Process**. All submissions to be made subsequent to February 2, 2005, shall be in accordance with DPM 460.09.

Also attached is DPM 460.XX – Funding/Advertising Process Checklist.

As the Department continues its DPM review process, different DPMs will be issued upon their completion. Once a DPM is released, a copy of it will be posted on the Department's website, <http://www.plexusprojects.com/PMP>. As a reminder, the DPMs may not be issued in sequential order. Therefore, we recommend that a working binder be maintained until the entire Design Policy Memo and Procedures Manual is completed.

If you have any questions or require additional information, please contact this office or RIDOT Project Manager. Questions/comments may also be directed to [DPM@plexuscorp.com](mailto:DPM@plexuscorp.com).

Sincerely,

Kazem Farhoumand, P.E.  
Deputy Chief Engineer  
Transportation

JDB

Attachment

Cc: Messrs.: Parker, Farhoumand, Bennett, Szymanski, Xenophontos, McTaggart, Corrao, Fish, Smith, Peterson, Megrđichian; All Project Engineers

460.09.01	General
460.09.02	References
460.09.03	Definitions
460.09.04	Policy
460.09.05	Procedures

### 460.09.01 General

This document describes the requirements of Disk-Bidding and how it affects the different RIDOT and external entities that interface with each other during the Advertising phase. The DPM is divided into three sections consisting of the processes performed (1) within RIDOT, (2) by the Designer using Quest Professional, and (3) during the preparation of the Compact Disks (CD's) that replace the delivered plan sets and documents.

To better understand the sequencing, timing and criticality of the activities being performed by RIDOT from PS&E approval to Contract Award, a list has been developed to better explain what deliverables are expected, when they are needed, how they are to be produced and where they are to be delivered.

It should be noted that the emphasis is placed on the Advertising phase while the PS&E phase is closing-out with the RIDOT approval of the project plans, specs and estimates.

### 460.09.02 References

450.01	Project Submission Identification
450.03	Back-up Finalization
460.01	Instruction for the Preparation of the Contract Specific Documents
460.11	CD Preparation for Advertising and Contract Award
460.XX	Advertising Process Checklist
--	Quest Professional & Quest Lite User Manuals
--	<u><a href="mailto:Quest@plexuscorp.com">Quest@plexuscorp.com</a></u> – for all Quest inquiries

### 460.09.03 Definitions

Advertising Package	Deliverables prepared by the Designer for delivery to Contracts & Specifications for advertising and the Project Manager for distribution.
Addendum Package	The revised deliverables prepared by the Designer for review and approval by RIDOT prior to posting for downloading by prospective bidders.
Contracts & Specifications (C&S)	RIDOT Contracts & Specifications (C&S) coordinates and supports all Quest-related activities for the RIDOT Project Managers, as well as Designers (e.g. Designers) and Contractors, during Advertising.
Contract Dates	Includes the Examine, Pre-Bid and Bid Opening dates

Designer	Responsible for the preparation of the Advertising and Addendum packages, including all deliverables, for both In-House and externally designed projects.
Deliverables	Includes the Contract Specific documents, plan set(s), CDs, and any other defined requirements
Disadvantaged Business Enterprises (DBE) Goal	State transportation agencies, which receive financial assistance from the USDOT/FTA, must establish an annual overall percentage goal that determines the dollar value of work to be awarded to disadvantaged businesses. This goal, which is determined by RIDOT's Office of Business & Community Resources, is necessary to provide disadvantaged businesses a nondiscriminatory opportunity to participate in the performance of contracts and subcontracts financed in whole or part with federal funds.
DOA Division of Purchases website	Website where contracts are advertised with any addenda posted for downloading: <a href="http://www.purchasing.ri.gov">http://www.purchasing.ri.gov</a>
Federal Programs Section (FPS)	Coordinates State and Federal funding for all projects
Project Manager (PM)	The RIDOT PM provides the Advertising packages, CDs, and distribution/delivery requirements to the Designer.
Right-of-Way (ROW)	Any temporary or permanent easements and/or land acquisitions within the project limits. The ROW must be finalized prior to obtaining an Advertising date from Contract & Specifications
R.I. Funding Authorization Program (RIFAP)	The RIFAP numbers are assigned to a project prior to advertising; at the time the federal funding is requested. In some cases, there may be multiple FAP numbers.
Initial Data Authorization form	Form that is prepared by the FPS to summarize the funding sources of a project prior to being advertised. The spreadsheet is returned to C&S where the FAP and Account numbers are emailed to the PM. The FAP is used on the Contract Specific Documents.
W96-A "Project Status Form"	A form created by the FMIS which summarizes important contract data including authorization and any conditions imposed by the FHWA
Fiscal Management Information System (FMIS)	The FMIS (version 4.0) is a federally maintained system enabling RIDOT to access pertinent project data such as funding sources, billing transfers and specifications. The FPS enters the data provided by the PM into the FMIS System. Once all the pertinent data has been entered, the authorization request is electronically signed by the FPS, and submitted to FHWA for concurrence.

**460.09.04 Policy**

It is the responsibility of the Designer to ensure that all project deliverables, such as Quest-generated files and reports required by RIDOT in order to advertise a project, are delivered as needed. In cases where a Designer is designing the project, it is the responsibility of the PM to coordinate with the Chief Engineer for the approval to “Advertise” the project.

**460.09.05 Procedures**

These procedures apply to projects that are in the final phase of the PS&E where the required meetings with the Chief Engineer/Deputy Chief Engineer and Construction have been performed; permits have been obtained; Right-Of-Way is certified; all project items have been finalized/closed-out; and Quest data entry is near completion. The sequence starts once the approval to “Advertise” has been given by RIDOT.

**460.09.05.01 Generation of Construction RIC Numbers**

- 1) C&S assigns the Rhode Island Construction (RIC) numbers to projects that are to be advertised within a 3-month window, per an anticipated advertising date.
- 2) The PM obtains the RIC numbers from C&S once the project falls within the 3-month advertising window. Other methods can include access through the Project Management Portal (PMP) and notification by C&S.

**460.09.05.02 Assigning R.I.F.A.P. and Account Numbers**

- 1) The PM coordinates with the Designer for the Quest-generated Engineer’s Estimate
- 2) The PM submits a copy of the Engineer’s Estimate to RIDOT’s FPS. At this time, the PM also advises the FPS of the requirements for third party reimbursements and other obligations of state funds associated with the project (without regard to Federal participation).
- 3) A copy of the Initial Data Authorization form (tabular spreadsheet) is forwarded by the FPS to C&S and the PM
- 4) The PM forwards the RIFAP number(s) and Account Numbers to the Designer
- 5) For an In-house project, the process remains the same but the PM coordinates internally

**460.09.05.03 Preparation of the PS&E Funding Letter**

- 1) The PM prepares the PS&E Funding Request letter with the Initial Data Authorization form and appropriate approval letter
- 2) The PM submits all documents to the Chief Engineer for review and approval/signature
- 3) The PM submits the PS&E Funding Request letter and Initial Data Authorization form to the FPS
- 4) The FPS enters funding data into the FMIS to obtain the W96-A Project Status Form indicating (a) funding authorization and (b) any FHWA imposed conditions
- 5) If the project has Federal Oversight, FHWA must have the PS&E plans and Contract Specific Documents for a minimum of 2 weeks, prior to the request for federal funding
- 6) The FPS emails the W96-A Project Status Form to the PM

**460.09.05.04 Pre-Advertising and Advertising Processes**

Fifteen days prior to the Advertising process, the PM coordinates with the Designer to:

- 1) Complete the Quest data entry, including:
  - a. DBE Percentage/Goal (obtained by PM from Business and Community Resources Section)
  - b. Advertising Package with:
    - i. **A-pages** (All fields including project Description, Limits, Undersigned Bidder Statement, Bid Package Description; excludes the Contract Dates and associated times and location)
    - ii. **Bidder Certification Documents** (Certification Regarding Debarment, Anti-Collusion Certificate, DBE Affirmative Action Certificate, Disclosure of Lobbying Activities)
    - iii. **Proposal Items** (P-pages)
  - c. Engineer's Estimate by Item Sequence Reports
  - d. Advertising Checklist (all null with exception of Bidder Certification Documents)
  - e. Funding Summary
  - f. Description of Bid Package
- 2) Quest generated files for:
  - a. Project File without Bid Info (used by C&S)
  - b. Quest Lite file (used by the Contractor for Bidding)
- 3) Email both Quest files (.ZIPs) to C&S with a carbon copy to the PM. Do NOT email the A-pages report as a Word document: [Quest@plexuscorp.com](mailto:Quest@plexuscorp.com)

With the "funding in hand", the PM requests the Contract Dates, times and location from C&S, which requires 3 weeks to complete:

Two to three work-days for approval of Quest generated files

Twelve work-days to secure the dates, times and location for Advertising, Pre-Bid Conference, and Bid Opening

More specifically, this includes the following timeline:

- 1) **C&S Days 1-3 (Start of 15 work-days prior to Advertising Date):**
  - a. Generates reports from Quest with Project File without Bid Info (Project file verification). The reports usually includes:
    - i. A-pages
    - ii. Engineer's Estimate
    - iii. Funding Summary
    - iv. Item List
  - b. Compiles Quest reports with FPS Project spreadsheet (Initial Data Authorization, see 460.09.05.02 RIFAP/Account numbers)
- 2) **C&S Day 4-15 (Start of 12 work-days before Advertising Date)**
  - a. Coordinates with the DOA Purchases (DOA Purchasing) to set:
    - i. Advertising Date
    - ii. Pre-Bid date, meeting time and location

- iii. Bid Opening date and time
- b. Completes the A-pages with appropriate information and emails the PM:
  - i. Completed A-pages
  - ii. Number of CDs required
  - iii. Date of CD delivery (normally 3 days before the Advertising date)
- 3) The PM informs the Designer of the Contract Dates, number of CDs, number of hardcopies (Contract Specific Documents, plan sets and CDs) and delivery dates.
- 4) Once Designer enters Contract Dates, times, and location into Quest, they are to:
  - a. Incorporate any revisions made by C&S during Quest file testing
  - b. Re-generate the Project File without Bid Info
  - c. Re-generate the Quest Lite file
  - d. Resubmit both files to C&S ([quest@plexuscorp.com](mailto:quest@plexuscorp.com) or [quest@dot.state.ri.us](mailto:quest@dot.state.ri.us))
- 5) C&S communicates the validity of the Quest-generated files to the PM/Designer before authorizing the “Advertise”
- 6) Once given the go-ahead to “Advertise” by RIDOT, the Designer will
  - a. Coordinate through the PM/C&S for the current Master CD Template
  - b. **Backup** project in Quest Professional
  - c. **Advertise** project in Quest Professional
  - d. Obtain required number of CDs and hardcopies for internal use from the PM
  - e. **Export** Quest Lite (bid) file from the Quest Professional and email to C&S ([Quest@plexuscorp.com](mailto:Quest@plexuscorp.com) or [quest@dot.state.ri.us](mailto:quest@dot.state.ri.us))
  - f. **Export** Project without Bid Information file from the Quest Professional and email to C&S ([Quest@plexuscorp.com](mailto:Quest@plexuscorp.com) or [quest@dot.state.ri.us](mailto:quest@dot.state.ri.us)) and cc: PM
  - g. Assemble required number of hardcopies and CDs
    - i. Print required number of Plans sets, Contract Specific Documents
    - ii. Create required number of CDs
    - iii. Label CDs as directed by PM or DPM 460.11
    - iv. Package/box CDs with contract identification
  - h. Deliver hardcopies to PM or as directed
  - i. Deliver CDs in coordination with PM to C&S, 2-3 days prior to Advertising date
- 7) C&S will load Quest Server with the final Project File without Bid Information

#### 460.09.05.05 Addenda

Addenda can occur anytime after the Bid Examine date to within three (3) days of the Bid Opening. Timely coordination with C&S, the PM and Designer is essential.

- 1) PM notifies C&S of the estimated issuance date
- 2) PM coordinates with the Designer to create an Addendum in Quest Professional
  - a. **Backup** the project
  - b. Set Addendum (augments the Addendum number)
  - c. Make Project changes and use Addenda screen to add, edit, and remove Addendum Categories

- d. Verify that all Quest Professional reports are correct, including:
    - i. Distribution of Quantities
    - ii. Advertising Package
    - iii. Engineer's Estimate by Item Sequence Reports
    - iv. Advertising Checklist Report
    - v. Addendum Cover letter
  - e. **Backup** the project [NOTE: e, f & g should be done after step 4 below]
  - f. Post Addendum (locks the files from further changes)
  - g. **Export** Quest Lite (bid) file and Project file without Bid Info files and email to C&S at [Quest@plexuscorp.com](mailto:Quest@plexuscorp.com) or [quest@dot.state.ri.us](mailto:quest@dot.state.ri.us) and to the PM.
- 3) After emailing C&S the Designer will:
- a. Prepare an Addendum package (Plan changes should be made on 8.5" x 11" sketches vs. plan sheets, where possible, and not to exceed set file size)
  - b. Deliver Addendum Package to PM for review and approval
- 4) The PM will coordinate with the Chief Engineer to sign Addendum Cover Letter. If there is Federal Oversight, review, approval and signature is required, as well
- 5) C&S will:
- a. Scan Addendum package documents (create PDF file)
  - b. Upload the PDF file to the DOA Purchases' web site (RIVIP)
  - c. Upload Quest Lite Bid file to DOA Purchases' web site (RIVIP)
- 6) Once posted, the Designer should
- a. Download Quest Lite (bid) file
  - b. Download Addendum PDF file
  - c. Create a CD (used for Designer's records; this is not required by RIDOT)

The Designer is responsible for the final Contract Award Disk, which must include a compilation of all Addenda PDFs and the most current Quest Lite (bid) file.

#### 460.09.05.06 Post-Bid Opening

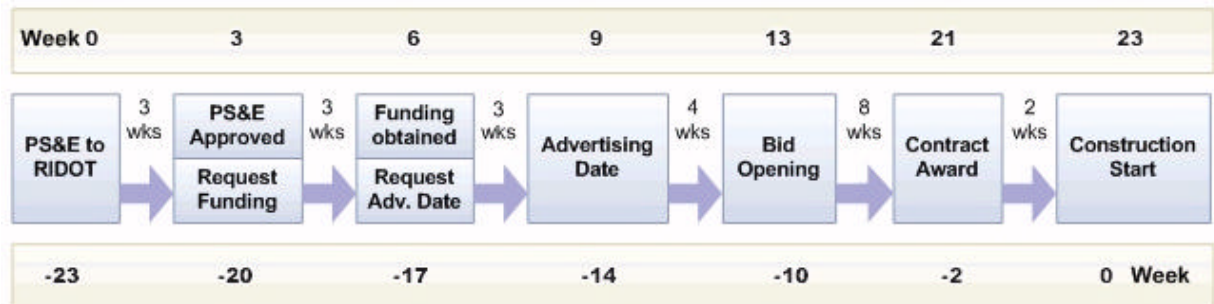
On the Bid Opening date, an Apparent Low Bidder will be declared per the bid results. C&S coordinates with the PM and the DOA Purchasing to award the contract.

- 1) C&S will:
  - a. Create the Project File with Bid Information from Quest Server
  - b. Generate the required Bid Tab (PDF) reports
  - c. Email the Project File with Bid Information and Bid Tab reports to the PM/Designer
- 2) The Designer will:
  - a. Ensure the correct/complete Bid Tab reports and Quest file are obtained.
  - b. Recompile plans (TIF) per the project Addenda, if applicable.
  - c. Compile the Contract Award Disks.
  - d. Deliver required number of Contract Award Disks to C&S
- 3) The Bid Review process will commence



**460.09.05.07 Schedule of Events**

Refer to the RIDOT PMP for any changes to submission/event sequencing:  
<http://www.plexusprojects.com/PMP/DesktopDefault.aspx>



Use the “DPM 460.XX – Advertising Process Checklist” attachment as a collaborative tool for all steps, herein.